

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post PANAMA	2. Agency STATE	3a. Position Number A52523/97-972234		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Realty Assistant-820	FSN-8; FP-6	MAM	2/5/10
b. Other				
c. Proposed by Initiating Office	Housing Coordinator	FSN-9		
6. Post Title of Position (<i>if different from official title</i>) Housing Coordinator		7. Name of Employee		
8. Office/Section US Embassy		a. First Subdivision Management Section		
b. Second Subdivision General Services Office		c. Third Subdivision Housing		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
13. BASIC FUNCTION OF POSITION Develops and tracks project schedules and coordinates the make-ready of residences. Works closely with incoming staff in order to provide guidance concerning neighborhoods, schools, and prospective housing. In coordination with the S/GSO, proposes housing options to the housing board and advocates for incoming personnel on the housing board. Works closely with the Leasing Office, Regional Security Office, Facilities Maintenance Office, and Warehouse in order to ensure that residences are safe, clean, and ready for the occupants.				
14. Major Duties and Responsibilities. <div style="float: right; text-align: right;">% OF TIME.</div>				

1. Track housing assignments and project schedules, and coordinate all make-ready work. 40%

The incumbent develops project schedules in order to track housing assignments and make-ready work, and oversees the preparation of residences for new tenants. Coordinates with various mission offices to include the Regional Security Office, Facilities Maintenance Office, and the Warehouse to ensure that necessary make-ready work is done and that the homes are clean, safe and ready for occupancy. Oversees the delivery and placement of furniture, appliances and welcome kits. Conducts a thorough walk-through to ensure appliances and utilities are working properly.

2. Proposes housing assignment options to the Supervisory GSO and IAHB. 30%

The incumbent matches available housing with individual employee preferences and requirements while adhering closely to established housing policy and space standards. Provides information on available residences and proposes housing options to the housing officer and IAHB. Serves as the Executive Secretariat of the housing board providing communication and coordination between the Inter-Agency Housing Board, the Supervisory GSO, and employees.

3. Corresponds with incoming staff and advocates for USDH personnel regarding housing assignments. 20%

Contacts incoming staff and provides information concerning neighborhoods, schools, and housing options. Manages employee expectations and records individual preferences. Advocates for the employee on the housing board and throughout the housing assignment process. Provides information to the employee following the housing assignment providing specific information, photos, and measurements. Ensures that the employee's sponsor is provided with keys and necessary information concerning the operation of appliances, water pumps, lights, etc. Provides follow-up to address concerns upon arrival of the employee.

4. Coordinates end-of-tour house inspections. 10%

Coordinates house inspection and residential inventory, including recommending assessment of damages (furnishings, walls, floors, gardens, etc.) prior to employee's departure and reports findings to the S/GSO. Makes recommendations to the S/GSO and leasing office to keep or drop the lease as appropriate.

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

- a. Education: Two years of college is required.

- b. Prior Work Experience: Two or more years working in a government office or private industry in a customer service field is required.

- c. Post Entry Training: Training on the U.S. Government regulations and local Post Housing Policy.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III (Good Working Knowledge) Speaking/Reading/Writing English language is required. Level I (Rudimentary) Speaking/Reading/Writing/ Spanish language is required.

- e. Job Knowledge: A general understanding of procedures and ability to write business letters is required. Must have basic understanding of the USG housing policy, practice, and technical expertise to coordinate residential utilities.

- f. Skills and Abilities: Must possess excellent organizational skills. Excellent negotiation skills, customer services and sensitivity is required. Intermediate level of Microsoft Office Suite and Internet use is required.

16. Position Elements

- a. Supervision Received: Direct Supervision provided by the SGSO.

- b. Supervision Exercised: None.

- c. Available Guidelines: 15 FAM, Post Housing Handbook, and the FAR. Verbal and written instructions from S/GSO.

- d. Exercise of Judgment: Matching proposed assignments in relation to authorized space standards.

- e. Authority to Make Commitments: All financial commitments must be approved by the S/GSO or A/GSO. The incumbent may make commitments for service from internal resources for minor maintenance request.

- f. Nature, Level and Purpose of Contacts: Landlords, rental agents and contractors. Internally with management staff; internally and externally with direct hire Americans and dependents.

- g. Time Expected to Reach Full Performance Level: 3 months.